APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY 860411-01 **RECORDS MANAGEMENT DIVISION** INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. / FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Ga. Dept. of Natural Resources **Application Number** Application Date Environmental Protection Division Air Quality Control Section 156 Trinity Avenue, S.W., Suite 320 Application Number Date Received Date Completed APR 1 1 1986 JUN 20 1986 Atlanta, Georgia 30303 Working Title Telephone Number 2. Person to Contact Linda L. Bray Senior Secretary/Typist 656-4997 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ____ Check One: 🕅 Change; 🗆 Supercede; 🗆 Void 83-83 c. Amend Application No. _ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Air Quality Source Monitoring Quality Assurance Files Present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Forms: SM24- Report Review Summary Documents relating to: SM67- Record of Test Observations Audit Samples-Coal Analysis Included are: Continuous Emission Monitor-Inspections Information relating to quality assurance auditing of air pollutant emission testing conducted for industry as required by State Environmental Permits. These files contain documentation of field systems audits (observations) and of discrepancies found in reports of such tests.

How often are records referred to which are:

__; Legal-size drawers __

One to six months old <u>once/wk.</u>; Seven to twelve months old <u>once/wk.</u>; Thirteen to twenty-four months old <u>atrly.</u>;

____; Shelves _____; Other (specify) ____1 box

File is arranged:

8. Monthly Reference Rate

Letter-size drawers _

AR-50-71; Rev. 76

By Year

twenty-five months and older <u>yearly</u>?

9. Annual Rate of Accumulation of Records

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	b. Does the series		ential information	requiring	security handlin	g? If yes, cite law	or regulation.	
X	c. Is this a vital re			<u> </u>		·)
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	e. When one or tw					e file for a long pe	riod, could the	se
Х	documents be s			-				<u></u> .
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x	h. Is there a dupli	cation of this se	ries in your offic	e, or in and		gency?	٠	
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x	i. Does the record		•				7	
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-	leral law	1	years. years.	f.		ion instructions		
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Attach	copy or excert of la	ws or regulation	ns. Explain admi	nistrative n	eed.			
Reco	rds needed for	same peri	od of time a	as corre	sponding se	eries, "Air Q	uality Sou	rce
Moni	toring Corresp	ondence Fi	les (#80-390					
prev	rious office re	ference re	quirements.				.•	:
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	e approved.	State Aud	tor/Designee	1/1	ZZZ	11/6-		6-18-86
(If disappro	oved, attach letter			19.		my)		1 , , ,
of explanat	tion.)	Secretary of	State/Designee	Laure	ud (Meld	~		0/16/84
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE						
Application Date	Ga. Dept. of Natural Resources	Application Number						
	Environmental Protection Division	83-83-A						
Application Number	Air Quality Control Section	Date Received Date Completed						
	4279 Memorial Drive, Suite D Decatur, Georgia 30032	JAN 2 1 1985 APR 1 6 1985						
2. Person to Contact	Working Title	Telephone Number						
Linda L. Bray	Senior Secretary/T	· '						
3. Action Requested	,							
a. Establish Retention S	Schedule; record will continue to accumulate.							
	cumulation; no further accumulation anticipated.							
	No. 83-83 Check One: 🕅 Change; 🗆 Superced 5. Records Series Title (followed by title used in office; if di	de; U Void						
4. Dates of Series Earliest Latest	J. Neworup Series Title Pronowed by title used in Office; if di							
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1978 Present 6. Division and Office Function								
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	thin the State, including establish							
	vent, control or abate air pollutio							
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7. Record Series Description	This file contains the following documents (include form no	ımbers and titles, if any):						
	Attach samples of the file.							
Documents relating to:	No Change	·						
	No Change							
Included are:	(SEE COPY ATTACHED OF SCHEDULE ON	FILE)						
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File is arranged:								
8. Monthly Reference Rate	How often are records referred to which are: No Ch							
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twenty-five months and older once/yr?								
9. Annual Rate of Accumulation	NO CI							
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)						
	The state of the s							
AR-50-71; Rev. 76	· (Over)	,						

х	a. Is this the offici							
X	b. Does the series		ential information	n requiring s	ecurity handling?	If yes, cite law or	r regulation	n.
X	c. Is this a vital red	cord?		<u> </u>		· .		·
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	documents be s	cheduled separa	ntely?	E 44 *				
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Х	g. Is the informati		this series ever a			summarized repor	τ/	
х	h. Is there a duplic					cy?		
X		a major portio	n of it) regularly	microfilmed	1?			
X	i. Does the record	l series result in	a computer prin	tout?			-	
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c. Fede	•	*1	years.		Federal retention			years.
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	Attention, Scheduling	Section.			
FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date Application Number		Ga. Dept. of Natural Resources	Application Number		
		Environmental Protection Division	83-83		
		Air Quality Evaluation Section	Date Received	Date Completed	
		4279 Memorial Drive, Suite D	Er.	MAR 1 7 1983	
_		Decatur, Georgia 30032	FEB 2 8 1983		
2.	Person to Contact	Working Title	***************************************		
	Linda L. Bray	Senior Secretary/Typ	oist	656-4997	
4 . Ea	Action Requested a. XX Establish Retention b. Dispose of present a c. Amend Application Dates of Series arliest Latest 1978 Present Division and Office Function The Air Quality protection, a wide source re	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One: □ Change; □ Supercee 5. Records Series Title (followed by title used in office; if di Air Quality Evaluation Quality As (Source Monitoring Unit)	de;	rvation,	
7.	Record Series Description	This file contains the following documents (include form no	umbers and titles, if	any):	
l		Attach samples of the file.			
	Documents relating to:	Forms: SM24 - Report Review Summary SM67 - Record of Test Observ		· ·	
	Included are:				
	emission tes Environmenta	relating to quality assurance auditi ting conducted for industry as requi l Permits. These files contain docu ts (observations) and of discrepanci s.	red by Stat mentation o	e f field	
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8.	. Monthly Reference Rate	How often are records referred to which are:			
	One to six months old One twenty-five months and old	ce/wk; Seven to twelve months old <u>once/wk.</u> ; Thirteen t	o twenty-four mont	hs old <u>atrly.</u> ;	
۱.	. Annual Rate of Accumulat	ion of Records		······································	
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		; Legal-size drawers; Shelves;			
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YES	NO	10. Questionnaire	_(Place an "X	" in the proper co	ในภาก)		
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	X	f. Is the informati	on contained in	n this series ever p	ublished?	lf yes, attach copy.	
Х		g. Is the informati		n this series ever a	nalyzed and	or recorded in a summarized re	eport?
	Х			eries in your office	e, or in anot	her office or agency?	
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	c. Fed	deral law	<u> </u>	years.	1.	Federal retention instructions	years.
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,	Attaci	n copy or excert of la	ws or regulation	ns. Explain admir	nistrative ne	ea.	•
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